



## Volunteer with the American Red Cross

Would you like to upgrade your resume, get new skills and experience while giving back to your community? Would you like to volunteer with the largest non-profit humanitarian organization in the world? **Would you like to learn new skills that will look great on your resume?** If you answered yes maybe the opportunities listed below would be perfect for you. **The Concord Office is open Monday – Friday from 8:30-4:30** and offers many exciting opportunities. Here are some of them:



### **Greeter and Operator at the front desk** – ongoing opportunity

We are looking for volunteers with good communication skills and a friendly personality who are self-starters with skills in multitasking in a fast-paced environment.

Duties: answering phones, retail sales, greeting

Time requirements: Flexible hours for at least 8 hours a week anytime during office hours



### **Gift Specialist** – ongoing opportunity

The Development department is looking for volunteers who will process gift donations. If you are a reliable, detail-oriented person with intermediate computer skills and are willing to come on regular basis then this position could be for you!

Duties: processing gift donations, handling checks and deposit slips, calculating donations and working with spreadsheets

Time requirements: Flexible hours for at least 12 hours every week during office hours

### **Volunteer Services Chair**

We are looking for a skilled individual who will lead a Volunteer Office in Concord.

#### Duties:

- Be a liaison between volunteer services and other departments
- Be a communication link between team members, volunteers and their supervisors
- Follow Standard Operated Procedures and ensure their compliance
- Participate in Intake process – Interviews with volunteers, referring volunteers to departments, data entry, phone and email follow-up
- Recognize and separate volunteers
- Establish and sustain community partnerships
- Participate in various trainings



Skills: proficient computer skills, strong written and verbal communication skills, detail-oriented with ability to train and delegate tasks, willing to learn, public speaking skills, friendly and easy-going personality, managerial skills preferred

Time requirements: Flexible hours for at least 16 hours every week in the office and could be partially from home

If you are interested please contact the *Volunteer Services* at [volunteergc@nhredcross.org](mailto:volunteergc@nhredcross.org) or phone 603-225-6697 x 222 and schedule an interview.

**We look forward to meeting you and welcoming you into the American Red Cross family!!!!**